

## Our Guide to Information

### Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

The PIRC has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. She has approved this scheme until 31 May 2019.

You can see this scheme by clicking [here](#) or by contacting us at the address below.

PIRC  
2<sup>nd</sup> Floor, Hamilton House  
Caird Park  
HAMILTON  
ML3 0QA

[enquiries@pirc.gsi.gov.uk](mailto:enquiries@pirc.gsi.gov.uk)

freephone: 0808 178 5577

### The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

### Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

### Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

### Copyright

Where the PIRC holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where the PIRC does not hold the copyright in information we publish, we will make this clear.

## Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

### Black and white photocopying

Size of paper	Pence per sheet of paper
A3	12p
A4	10p

### Colour photocopying

Size of paper	Pence per sheet of paper
A3	22p
A4	20p

Information provided on CD-Rom will be charged at **£1.00** per computer disc, memory stick ranging from 4.99 to £19.99 depending on the amount of information (we estimate £10 would be adequate for most requests).

Postage costs can be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

## Duration

The only restriction to the length of time information is published on our web site is case information relating to Investigations and Reviews. In conjunction with the Retention Schedule on our Records Management Policy, this information is retained for 5 years only.

## Contact us

You can contact us for assistance with any aspect of this publication scheme:

Police Investigations & Review Commissioner  
2<sup>nd</sup> Floor  
Hamilton House  
Hamilton Business Park  
Caird Park  
Hamilton  
ML3 0QA

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme. [Click here for more information.](#)

## The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

Class 1: About the authority

Class 2: How we deliver our functions and services

Class 3: How the authority takes decisions and what it has decided

Class 4: What the authority spends and how it spends it

Class 5: How the authority manages its human, physical and information resources

Class 6: How the authority procures goods and services from external providers

Class 7: How our authority is performing

Class 8: Our commercial publications

### **CLASS 1: ABOUT THE AUTHORITY**

Class description: Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class:

Our enabling legislation

[The Police, Public Order and Criminal Justice \(Scotland\) Act 2006](#)

[Police and Fire Reform \(Scotland\) Act 2012](#)

About us

[The Commissioner's role](#)

[How to ask the Commissioner to review a complaint](#)

[Our quality and standards function](#)

[The Commissioner's biography](#)

[Corporate & Business Plans](#)

## Contacting us

[Our contact details and opening hours](#)

[Media enquiries](#)

[Complaints about the PIRC](#)

[Making an information request](#)

## Governance

[Overview of PIRC finance](#)

[Overview of PIRC governance](#)

[Internal and external audit arrangements](#)

[Register of interests](#)

## External relations

[Relevant police bodies - contact details](#)

[Memoranda of Understanding](#)

[Stakeholder engagement strategy](#)

[Scottish Public Services Ombudsman - making a complaint about the PIRC](#)

[Scottish Information Commissioner - FOI](#)

[Information Commissioner's Office - DPA](#)

## Keeping others informed

[News releases](#)

[Events](#)

[Consultation responses and petitions](#)

[Learning Point and Quality Matters](#)

## Corporate policies and procedures

[Unacceptable actions policy](#)

[Complaint handling procedures](#)

We are currently undertaking a review of our corporate policies and will publish additional policies when this is complete.

## **CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES**

Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class:

How to make a complaint about the police and ask for a review by the Commissioner

[What we do](#)

[Our complaint review process](#)

[Complaint handling procedures](#)

[Frequently asked questions](#)

[Leaflet - A guide for the public on the role of the PIRC](#)

[Leaflet - A guide for complaints about the police](#)

[Leaflet - A guide for officers on the role of the PIRC](#)

[Form - Application for review form](#)

Our quality and standards function

[Quality assurance function and legislative basis](#)

[Quality assurance statistics](#)

Strategic and operational plans

[Corporate & Business Plans](#)

Standards of service

[Standards of Service](#)

### **CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED**

Class description: Information about the decisions we take, how we make decisions and how we involve others.

The information we publish under this class:

Complaint review

[Our complaint review process](#) and [complaint handling procedures](#)

[Complaint handling reviews](#)

Quality assurance

[Audit reports](#)

[Guidance reports](#)

Involving others

[Stakeholder engagement strategy](#)

[Consultations and petitions](#)

Senior Management Team agendas and minutes

[Senior management meetings agendas and minutes](#)

### **Class 4: What the authority spends and how it spends it**

Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class:

Finance

[How the PIRC is funded and our budget](#)

[Annual Accounts](#)

[PIRC management statement and financial memorandum](#)

### **CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**

Class description: Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class:

Human resources

[PIRC Policies](#)

[Recruitment](#)

[Equality Outcomes](#)

Information resources

[Annual statistical returns](#)

## **CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

Class description: Information about how we procure goods and services, and our contracts with external providers. The information we publish under this class:

[Governance and Accountability Framework](#)

[Current invitations to tender](#)

## **CLASS 7: HOW OUR AUTHORITY IS PERFORMING**

Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class:

[Annual reports](#)

[Audited accounts](#)

[Monthly performance reports](#)

## **CLASS 8: OUR COMMERCIAL PUBLICATIONS**

Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal. The information we publish under this class:

We do not hold or publish any information.